

REQUEST FOR COUNCIL ACTION

17 /
MEETING

DATE: 8/4/03

AGENDA SECTION:

Consent

ORIGINATING DEPT:

Rochester International Airport

ITEM NO.

D-5

ITEM DESCRIPTION: Grant Agreement for Airport Maintenance and Operation from MN/Dot Office of Aeronautics.**PREPARED BY:**

Steven W. Leque

The Rochester Airport Commission recommends and requests Council authorization to:

Accept the Grant Agreement for the Airport Maintenance and Operation from MN/Dot Office of Aeronautics. This represents \$160,840.00 annually which is about an 18% increase from the previous two-year agreement. This agreement is in effect for State Fiscal Year 2003 and 2004.

COUNCIL ACTION REQUESTED:

Adopt the prepared resolution authorizing the Mayor and the City Clerk to execute the Grant Agreement for Maintenance and Operation with MN/Dot Office of Aeronautics for 2003 and 2004.

COUNCIL ACTION: Motion by: _____ Second by: _____ to: _____



Minnesota Department of Transportation

Office of Aeronautics
Mail Stop 410
222 East Plato Boulevard
St. Paul, MN 55107-1618

Phone: 651/296-8202
Phone: 651/297-1600
Fax: 651/297-5643
Fax: 651/296-1828

July 22, 2003

Mr. Steven W. Leque
Airport Manager
Rochester Airport Company
Rochester International Airport
Helgerson Drive Southwest
Rochester, MN 55902

Dear Mr. Leque:

Subject: State Aid for Airport Maintenance and Operation

Enclosed are four copies of the agreement for requesting state aid for maintaining your airport during all seasons of the year for the biennium July 1, 2003, through June 30, 2005, along with a proposed form of resolution.

For maintenance and operation during the year, the state will reimburse 2/3 of the documented, routine maintenance costs, not to exceed the base amount of state aid as set forth in the agreement for the cost of snowplowing, mowing, fertilizing, re-seeding, rehabilitating runway lights, landing strip markers, and drainage systems, and general maintenance of the runways, taxiways, and apron areas. The base amount of state aid has been calculated for each airport based on the amount of runway infrastructure. This calculation is included herein for your file.

A separate supplement amount that is over and above the base amount is available exclusively for requesting reimbursement of expenses for airport maintenance training activities. This would include attendance at the Minnesota Aviation Symposium by any individual having operational involvement with your airport.

Reimbursement will be based on actual time and cost records kept by the municipality. Prior to any reimbursement being made by the state, the municipality must have a zoning authority established, and such authority must have adopted or be in the process of adopting an airport zoning ordinance in accordance with Minnesota Statutes 360.061 to 360.074. Reimbursement may be denied entirely or in part if the airport is not properly maintained.

If you desire state assistance and agree to comply with the requirements of the agreement, please complete and submit four copies of the agreement and four copies of the resolution to this office for the encumbrance of state funds. (A mailing label is enclosed for your convenience.) An approved copy will be returned for your records.

It is particularly important during the winter and spring seasons, or when hazardous conditions may exist, to keep the air-traveling public informed of the status or condition of your airport. This is accomplished by notifying the nearest Federal Aviation Administration, Flight Service Station and this office.

Sincerely,

Peter D. Buchen, Manager
Airport Development Section

Enclosure

Mr. Harris Baker, P.E.
Regional Airport Engineer
Mn/DOT, Office of Aeronautics
222 East Plato Boulevard
Saint Paul, MN 55107-1618

AIRPORT MAINTENANCE AND OPERATION COSTS

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Eligible Items for State Reimbursement:

- * Mowing, snow removal, and other on-site maintenance costs
- * Unit rental rates for city, county, or contracted equipment
- * Operational costs for maintenance equipment, Airport Rescue and Fire Fighting (ARFF) vehicles, and fire extinguishers kept on the airport for airport use
- * Maintenance personnel salaries and benefits
- * Utilities and supplies for areas used by the public, free of charge
- * Maintenance and repair of sponsor-owned hangars and public buildings
- * Liability and property insurance
- * Airport's share of general city audit if not part of project costs
- * Pavement patching and crack sealing
- * Environmental application and permit fees

Ineligible Items for State Reimbursement:

- * Costs reimbursable from some other source
- * Airport licenses
- * Capital improvements
- * Engineering and architectural services
- * Attorney's fees
- * Airport manager's salary and related administrative expenses
- * Airport commission salaries and expenses
- * Operational and maintenance costs for privately-owned areas and facilities
- * Interest payments
- * Mortgage payments
- * Property/real estate taxes
- * Expenses on leased or rented lands (fertilizer, etc.)
- * Costs covered by other agreements (paint striping, beacon repair, VOR and NDB upkeep, unit rental rates for maintenance equipment purchased with state aid)
- * Project audit costs
- * Advertising
- * Memberships
- * Subscriptions

Eligible Items--Supplemental Fund for Maintenance Training:

- * Minnesota Airport Symposium
- * Fire/rescue (ARFF) training
- * Airport maintenance training and workshops
- * AirTap
- * General Aviation Entitlement Workshop
- * Environmental workshop expenses
- * Pavement maintenance conferences

